



Performance Standards–1304.41 Community Partnership Plan

Program Year: 2015-2016

Approved: June 10, 2015

Performance Standard**1304.41. Community Partnerships****(a) Partnerships****(b) Advisory Committees****(c) Transition Services****1304.41(a) (1)****(a) Partnerships**

(1) Grantee and delegate agencies must take an active role in community planning to encourage strong communication, cooperation, and sharing of information among agencies and their community partners. Community planning will also improve delivery of community services to children and families in accordance with the agency's confidentiality policies. Documentation must be maintained to reflect the level of effort undertaken to establish community partnerships (see 45 CFR 1304.51 for additional planning requirements).

Procedure	Responsibility	Time Frame	Documentation
<p>Head Start Staff plays an active role in the following agencies in order to improve services for children and families in our community and to make sure that Head Start families are well represented in agency planning</p> <ul style="list-style-type: none"> • The School Readiness council, Manchester continuum of care working group • Manchester lifelong Educational Council, Early Head Start • Manchester Community Social Services Council • Manchester High School, Domestic Violence outreach team • UConn Extension Services, Family Development Center • Fatherhood initiative Manchester HS/Vernon HS • Advisory Board Emergency Response • Seasonal Sharing Committee • Beth Shalom B'nai Israel Social Action Committee & Covenant Care • Senior, Adult & Family Services, Book Buddies, Book to Dreams • Child Guidance Clinic, Manchester Council of Churches • Earned Income Tax Committee(VITA) 	<p>FSM, Director HNM, PIM</p>	<p>Ongoing or for the life of the committee</p>	<p>Minutes of meetings.</p> <p>Notices of meetings.</p> <p>Notes.</p>
<p>2. Policy Council parents take turns attending Board of Education meetings to stay aware of happenings pertaining to their children and to have input.</p>	<p>Parents</p>	<p>1Xy</p>	<p>PC Minutes</p>
<p>3. Parents play an active role with other community members in planning and decision making in Policy Council and Health Advisory.</p>	<p>Parents/Staff</p>	<p>Ongoing</p>	<p>PC, HA, SS minutes</p>
<p>4. Strict confidentiality is observed in the sharing of information by parents and staff who serve on these community committees.</p>	<p>All staff & parents</p>	<p>Ongoing</p>	<p>Confidentiality Policy</p>

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1304.41(a)(2)

(2) Grantee and delegate agencies must take affirmative steps to establish ongoing collaborative relationships with community organizations to promote the access of children and families to community services that are responsible to their needs, and to ensure that Early Head Start and Head Start programs respond to community needs, including:

1304.41(a)(2)(I), (ii) & (iii)

(i) Health care providers, such as clinics, physicians, dentists, and other health professionals; (ii) Mental health providers; (iii) Nutritional services providers

Procedure	Responsibility	Time Frame	Documentation
<p>(a)(2) Head Start staff identifies organizations, which provide services, which are responsive to children and families and maintain a display of information about community resources in the Head Start office and Parent room. Staff members representing Head Start serve as representatives on community organizations and planning committees that identify specific, shared goals to work for the benefit of children and families.</p> <p>(i) Head Start is involved formally and informally with health care providers and planners. A dentist from our local clinic does assessments and a local dentist volunteers to treat our children regularly. We maintain an ongoing relationship by serving on long-term planning committees with the local health dept. and Town Planning Depts. We have a Dentist & a Physician and representation for WIC on our Health Advisory Committee.</p> <p>(ii) We have collaboration with the Department of Children and Families to provide more direct service for families.</p> <p>(iii) Head Start has a strong collaboration with the University of Connecticut Extension Service and WIC as a nutritional resource for families.</p>	All Staff	Ongoing	Minutes
	FSM, HMP, PIM	Ongoing	Reports, Minutes
		Ongoing	Minutes
	FSM, HMP, Director	Ongoing	Health Advisory Notes, Individual child records
	MHP	Ongoing	
	PIM, HMP		

1304.41(a) (2) (IV)

(iv) Individuals and agencies that provide services to children with disabilities and their families (see 45CFR 1308.4 for specific service requirements).

Procedure	Responsibility	Time Frame	Documentation
<p>(iv) As part of our Board of Education, pupil services are available to our children and families. OT, PT, Speech and Language, and SW work with the children. Head Start works very hard to service children referred from Birth to Three, and the Head Start early childhood Special Education Department. Head Start's Principal and/or Education Manager, as well as teachers, attend all PPT's of children who will be transitioning into Head Start. Staff works hard to help families advocate for the very best services for their children.</p> <p>There is also a collaboration in place with CT Parent Advocacy Center to provide training to families about how to advocate for children.</p>	<p>All staff, Special Ed Supervisor, Director, Ed Manager</p>	<p>Before Child enters Program and Ongoing</p>	<p>Special Education Folders, Family Files, Individual Ed Files</p>

(v) Family preservation and support services;

(vi) Child Protective Services and any other agency to which child abuse must be reported under State or Tribal law;

Procedure	Responsibility	Time Frame	Documentation
(v) (Vi) Head Start does the same FDC training as DCF requires for its workers and forges relationships there. Head Start collaborates with DCF and other Head Start programs such as: Vernon HS, EHS, Enfield HS, and East Hartford HS. A liaison person is available through DCF who works directly with Head Start. Head Start staff works directly with DCF to enroll children referred in a timely manner.	All Staff DCF Liaison	Ongoing	Running Notes Monthly Referrals Form

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1304.41(a) (2) (vii)

(vii) Local elementary schools and other educational and cultural institutions, such as libraries and museums, for both children and families;

Procedure	Responsibility	Time Frame	Documentation
(vii) Head Start is part of the Manchester Board of Education and works together with the Local schools to make them aware of recruitment and available programs.	All staff/Parents Community Partners	Ongoing	Handouts, Minutes etc

1304.41(a) (2) (viii)

(viii) Providers of child care services;

Procedure	Responsibility	Time Frame	Documentation
(viii) Manchester Head Start has been active on the School Readiness council since its inception; we have provided space for meetings. We worked with local preschools including Vernon Head Start to provide programs for Dads in Manchester.	Health Manager Family Service Manager, Director, Parent Involvement Manager	Ongoing	Minutes, Newsletters Handouts

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1304.41(a)(2)(ix)

(ix) Any other organizations businesses that may provide support and resources to families.

Procedure	Responsibility	Time Frame	Documentation
<p>MACC is an organization that provides families with food during the year. They also run a food pantry and evening meals for those in need. This organization also makes itself available to provide rental deposits, clothing from their clothing bank, and case management when needed. During the holiday period, food baskets and gifts are available to all families who indicate a need; these food baskets are made up to be culturally appropriate.</p> <p>Head Start has an ongoing relationship with Beth Shalom B'nai Israel Social Action Committee (BSBISAC) who is available to our Family Advocates to request items based on special family needs (e.g. furniture, children's clothes). BSBISAC provides families with children's clothing when needed, and runs a Mother's Day shop for children to receive a donated present for a family member. Volunteers from the Temple provide the wrapping paper and help the children with their decisions.</p> <p>UConn Extension and WIC provide Nutrition Education services.</p> <p>Manchester Adult Education provides information regarding College Preparation courses, GED program, and ESL classes.</p> <p>CT Works provides job training and placement for families going from welfare to work.</p> <p>Adult and Family Services helps with finding transportation, housing, and utilities payment for parents. St. Vincent DePaul Society provides furniture and other items.</p>	<p>MACC, Beth Shalom B'nai Israel , Manchester & Vernon Adult Ed, UCONN Ext, Child Guidance Clinic, MARC Inc</p> <p>PIM, FSM.FA'S</p> <p>PIM FA'S FSM</p> <p>Family Advocate</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Referral sheets Monthly Reports Family Running Notes Family Files Attendance Sheets</p> <p>PIM Donation Sheets sign- up sheets</p> <p>Referral form & running notes</p>

1304.41(a)(3)

(3) Grantee and delegate agencies must perform outreach to encourage volunteers from the community to participate in Early Head start and Head Start programs

Procedure	Responsibility	Time Frame	Documentation
We are registered with Manchester's Information Center as an agency that wants to use community volunteers. We established relationships with some faith based groups who provide volunteers, and we encourage family members to participate in our program. Our Parent Involvement Coordinator is responsible for training, assigning, and giving feedback about the community volunteers.	PIM/ Community Volunteers	Ongoing	Sign In Sheets Monthly Reports

Performance Standards**1404.41(a)(4)**

(4) To enable the effective participation of children with disabilities and their families, grantee and delegate agencies must make specific efforts to develop interagency agreements with local education agencies (LEAs) and other agencies within the grantee and delegate agency's services area (see 45CFR 1308.4(h) for specific requirements concerning interagency agreements).

Procedure	Responsibility	Time Frame	Documentation
<p>As the Board of Education governs Manchester Head Start, they are responsible to make sure all services are available to any Head Start children who are identified with disabilities.</p> <p>The Principal and or Education Manager as well as teachers are invited to attend all PPT's for children being referred by the Special Education department to Head Start. Admission will be granted if they meet the HS requirements.</p>	Board of Education Special Education Dept. ED Manager, Director	Ongoing	IEPS Special Ed File

1304.41(b)**(b) Advisory committees.**

Each grantee directly operating an Early Head Start or Head Start program, and each delegate agency, **must** establish and maintain a Health Services Advisory Committee which includes Head Start parents, professionals, and other volunteers from the community. Grantee and delegate agencies also **must** establish and maintain such other service advisory committees as they deem appropriate to address program service issues such as community partnerships, and to help agencies respond to community needs.

Procedure	Responsibility	Time Frame	Documentation
<p>The Health Advisory Committee meets twice per school year. It is used to guide staff, set policy, and help with planning, operation and evaluation of Health Services.</p> <p>Membership will include: Dentists, Pediatricians, State and Local Public Health nurses, BOE Services Coordinator, Nurse Consultant for DPH Tuberculosis Control Program, Nurse Consultant for DPH Lead abatement Program, Speech Therapist, Home by One Coordinator, WIC director and CT Safe Kids.</p>	<p>HM/ Community Partners</p>	<p>2x per year</p>	<p>Minutes</p>

Performance Standard

1304.41©(I)

© Grantee and delegate agencies must establish and maintain procedures to support successful transitions for enrolled children and families from previous child care programs into Early Head Start or Head Start and from Head Start into elementary school, a Title 1 of the Elementary and Secondary Education Act preschool program, or other child care settings. These procedures must include:

1304.41©(I)(I)

(i) Coordinating with the schools or other agencies to ensure that individual Early Head Start or Head Start children's relevant records are transferred to the school or next placement in which a child will enroll or from earlier placements to Early Head Start or Head Start

Procedure	Responsibility	Time Frame	Documentation
<p>Manchester Head Start has a seamless system. When children are registered with Head Start, the parent signs a release of information form so their records can go to Kindergarten. The registration and proof of residency forms that we use are the same as those used in the school system. The information gets inputted into the system's database and the student has a permanent record established in the elementary school.</p> <p>Head Start has an agreement with Early Head Start to facilitate the transition of Early HS children into Head Start.</p> <p>Head Start representatives sit on The School Readiness Council to help other day cares and community providers become aware of our role in the early childhood community.</p>	<p>Staff, Parents, Board of Education, Parent Information Center Readiness Council Family Service Staff</p>	<p>Aug-Sept, June Ongoing</p>	<p>Registration Forms Computer Records</p>

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1304.41© (I) (ii)

(ii) Outreach to encourage communication between Early Head Start or Head Start staff and counterparts in schools and other child care settings including principals, teachers, social workers and health staff to facilitate continuity of programming;

Procedure	Responsibility	Time Frame	Documentation
<p>The Head Start Director presents an overview of Head Start to the Board of Education.</p> <p>Our Health Manager meets monthly with all the School Nurses. Mental Health Professional provides indirect services (referrals) to children and families and consults with staff.</p> <p>FSM& Director works with Early Head Start on Transition Planning and has an agreement with them.</p> <p>Ed Manager attends all PPT”s for new children coming to Head Start.</p>	<p>All Staff</p> <p>HM MHP Director FSM</p> <p>Ed Manager Teachers</p>	<p>Ongoing</p> <p>Monthly 2x Yrly 1xYr</p> <p>Ongoing</p>	<p>Agreements Individual personal records MOI</p> <p>PPT minutes</p>

1304.41© (I) (iii)

(iii) Initiating meetings involving Head Start teachers and parents and kindergarten or elementary school teachers to discuss the developmental progress and abilities of individual children, and...

Procedure	Responsibility	Time Frame	Documentation
<p>Head Start teacher will attend the PPT at the new elementary school the child will be attending the next school year. The HS teacher will share all pertinent information related to the child's educational needs.</p> <p>A Pre-School Fair is held each year and parents are encouraged to attend.</p> <p>Family Advocates will accompany parents to PPT meetings.</p> <p>Family Advocates coordinate with the school secretaries and provide the families with information regarding the scheduling of the Kindergarten orientation for our Head Start families.</p>	<p>Ed staff, Director Family service Staff</p>	<p>Ongoing</p>	<p>PPT minutes, Childs Ed Folder Sign In Sheets</p>

Performance Standard 1304.41© (I) (IV)

(iv) Initiating joint transition-related training for Early Head Start or Head Start staff and school or other child development staff.

Procedure	Responsibility	Time Frame	Documentation
<ul style="list-style-type: none"> • “Getting your Child ready for Kindergarten” information is distributed to all families of children going to Kindergarten. • Explanation of the Child Profile Form occurs during the spring conference, and also is shared with Kindergarten teachers. • “Countdown to Kindergarten” information is sent to all parents • In May, a workshop on transition to Kindergarten is offered to all Head Start parents. All information from the workshop is posted in May's newsletter. 	<p>ED Staff, Family Advocates</p>	<p>November, June</p>	<p>Pamphlets, Training Calendar</p> <p>State of CT Dept. ED publication</p>

1304.41©(2)

(2) To ensure the most appropriate placement and services following participation in Early Head Start transition planning must be undertaken for each child and family at least six months prior to the child's third birthday. The process must take into account: The child's health status and developmental level, progress made the child and family while in Early Head Start, current and changing family circumstances, and the availability of Head Start and other child development or child care services in the community. As appropriate, a child may remain in Early Head Start, following his or her third birthday, for additional months until he or she can transition into Head start or another program.

Procedure	Responsibility	Time Frame	Documentation
N/A	N/A	N/A	N/A

Performance Standard**1304.41© (3)**

(3) See 45 CFR 1304.40(h) for additional requirements related to parental participation in their child's transition to and from Early Head Start or Head Start.

Procedure	Responsibility	Time Frame	Documentation
<p>All Head Start Parents of children with disabilities are invited to all Planning and Placement meetings and supported by appropriate specialists in the Head Start environment and a Family Advocate is available to accompany parent to any meetings if requested. Parents are invited to a workshop on Parent's rights and advocating for your child.</p> <p>Parents and children from Early Head Start can visit Head Start before they make the transition. Translations will be provided to parents who need this service.</p>	All Staff	Ongoing	Minutes, Family Service Running Notes, Calendar, Newsletter, signing sheets